

# City of Falls Church Motor Vehicle Registration Form

\* required information needed to complete this form. Form is available on the City's website at: [www.fallschurchva.gov](http://www.fallschurchva.gov) under *Popular Topics*: "Vehicle Registration"

**\*Vehicle Owner's Full Name:** \_\_\_\_\_  
(Print names as they appear on the DMV registration card, **last name first**, first name second, middle name last. Contact COR or DMV to update your address)

**\*Vehicle Owner's Social Security Number:** \_\_\_\_\_  
(Put lessee's name(s) and Social Security Number(s) here if vehicle is leased)

**\*Vehicle Co-Owner's Full Name:** \_\_\_\_\_  
(if jointly owned)

**\*Vehicle Co-Owner's Social Security Number:** \_\_\_\_\_  
(if jointly owned)

**\*Vehicle Owner's Current Mailing Address:** \_\_\_\_\_  
(If using a PO Box or if leased, where is the vehicle garaged?) \_\_\_\_\_

**\*Owner's Daytime Phone # :** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
(in case we need to ask you a question to complete your registration) (for Commissioner's Office use only, it won't be shared with anyone)

**\*\*If this is a leased vehicle, to whom and where should the tax bill be mailed?\*** \_\_\_\_\_  
(complete leasing company's name here)  
\_\_\_\_\_  
(complete leasing company's address here)  
\_\_\_\_\_  
(complete leasing company's phone number here)

**\*Vehicle Year, Make and Model:** \_\_\_\_\_  
(Please specify what version of that particular model, for example: 2008 Ford Explorer XLS, Sport, Limited or XLT)

**\*Date the vehicle was purchased or moved into Falls Church City:** \_\_\_\_\_

**\*What jurisdiction was your vehicle previously garaged(parked) in?** (or n/a if new to you) \_\_\_\_\_

**\*Should all of your vehicles be listed as being garaged or parked in "Falls Church City?" according to DMV records? Yes? or No? (please circle one) (If "No", list each car's location)**

1. \_\_\_\_\_ garaged in: \_\_\_\_\_ 2. \_\_\_\_\_ garaged in: \_\_\_\_\_

**\*Primary Vehicle Usage:**  
(You must declare one "usage" to comply with the Virginia State law that amended the Personal Property Tax Relief Act of 1998.)  
**Personal** \_\_\_\_\_ **Business** \_\_\_\_\_ (Is more than 50% of the mileage or depreciation taken as a business expense?)  
This status determines if your vehicle qualifies for Personal Property Tax Relief or not. Motor homes, trailers and vehicles over 7501 pounds don't qualify for tax relief.

**\*Signature:** \_\_\_\_\_ **\*Today's Date:** \_\_\_\_\_  
Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge.

**\*Have you recently sold/traded-in/donated/totaled a vehicle registered in Falls Church? Y/N**  
**Did you notify the DMV and this office?** If you plan to sell or donate your car in the future, please notify us: by phone: (703) 248-5065, fax: (703) 248-5212 or by e-mail: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov) so the vehicle can be moved out and no longer taxed. If you disposed of a vehicle, **provide the details on your former vehicle below, we can update both our COR records & the DMV's records. Dealers & charities don't do this for you!**

**Vehicle Year:** \_\_\_\_\_ **Vehicle Make:** \_\_\_\_\_

**Vehicle Model:** \_\_\_\_\_ **Vehicle Disposal Date:** \_\_\_\_\_

Have you contacted DMV or the DMV Select/COR to have the vehicle above given a "disposition date" changing it from an "active" vehicle to an "inactive" one?

**If you are faxing in a vehicle registration:** include 1. this completed registration form and 2. a legible copy of your DMV vehicle registration card (*an enlarged copy works best*) and a daytime phone number, in case we need to call you to complete your registration. **Do you have a paid current decal from another Virginia jurisdiction?** Yes or No (please circle) Name of VA jurisdiction where decal fee was paid: \_\_\_\_\_

*Commissioner's Office Use Only (below) – Staff to Complete All Questions/Blanks*

Customer ID: _____	PP ID: _____	Staff initials: _____	DMV solds/actives printed? Y or N
Munis solds/actives printed? Y or N	Paid decal from what VA jurisdiction? _____	Decal bill? Y or N or T	
Temp. decal given? Y or N	Fax reg. letter sent? Y or N	Date: _____	Garage Jurisdiction? _____
		Changed to: _____	

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